

GRH ORIGINATION PACKAGE CHECKLIST (Idaho) (Revised 6/22/2006)

APPLICANT: _____ **DATE** _____

LENDER CONTACT AND PHONE NUMBER: _____

SIGNED COPIES ACCEPTABLE: LENDER KEEPS ORIGINALS:

_____ **Form RD 1980-21; "Request for Single Family Housing Loan Guarantee,"** (revision date of 6/06)
[signed by RHS approved lender and applicant(s)]. 1980.353(c) (page 45)

_____ **Fannie Mae Form 1003, "Uniform Residential Loan Application"**

_____ **Credit report.** Credit report must be Fannie Mae, Freddie Mac, HUD or VA approved. See RD AN'S 4170 Pages 21-24. If "sole and separate" applicant, must obtain individual credit reports on applicant & non-purchasing spouse.)

_____ **Alternative credit documentation**

_____ **Verification of 2 years rental history if not on credit report**

Note: If applicant's credit score is 660 or above & co-applicant's score is 620 or above, rental history verification is not needed, (RD AN 4171, Pages 25-30) and outstanding collection accounts may not be required to be paid off. (RD AN 4174, Pages 5-6, and RD AN 4162, Pages 1-4)

_____ **Fannie Mae Form 1008, "Uniform Underwriting and Transmittal Summary" or equivalent. Must be signed by underwriter. Comments, pre-qualifying and final requirements of underwriter must be attached.** 1980.353(c)(12), RD AN 4162, Pages 1-4, RD AN 4171, Pages 25-30, and RD AN 4163, Pages 31-35.

_____ **If applicable, payment shock of 100% or more (double current housing expense) must be documented on Form 1008.** RD AN 4162, Pages 1-4.

_____ **Verification of all household income verified by:** (See 1980.353(e)(1)(i-vi), and RD AN 4179, Pages 7-12)

Note: If "sole and separate" applicant, must also verify income of a non-purchasing spouse.

_____ **RD Form 1910-5, "Request for Verification of Employment or the equivalent HUD/FHA/VA or Fannie Mae Form and the most recent paycheck stub**

OR

_____ **paycheck stubs or payroll earnings statements covering the most recent 30-day period, and**

_____ **W-2 tax forms for the previous 2 tax years, and**

_____ **a telephone verification of the applicant's current employment.**

OR

_____ **Electronic verification or other computer-generated documents accessed and printed from an Intranet or Internet, and W-2 tax forms for the previous 2 tax years, and a telephone verification of the applicant's current employment.**

Note: Non-taxable income may be grossed up 20%

MUST ALSO INCLUDE THE FOLLOWING AS APPLICABLE:

- ____ **Divorce Decree** 1980.353(e)(1)(iii)
- ____ **Child Support** 1980.353(e)(1)(iii)
- ____ **Farming/Business Income** 1980.353(e)(1)(v), 1980.347, & UG, AN Section, RD AN 4178, Pages 13-20,
- ____ **Social Security/Pension/Disability Income** 1980.353(e)(1)(vi) & 1980.347
- ____ **Other**

FOR SELF-EMPLOYED APPLICANTS USE THE FOLLOWING OR EQUIVALENT: (RD AN 4178, Pages 13-20.

- ____ **Fannie Mae Form 1084A, "Cash Flow Analysis OR**
- ____ **Fannie Mae Form 1088, "Comparative Income Analysis"**

____ **Detailed calculation of adjusted gross household income.** (See Adjusted Gross Income Worksheet, UG, Forms Section, Page 11)

____ **Document the CAIVRS on RD Form 1980-21, "Request for SFH Loan Guarantee."**

____ **Qualified Alien Status documentation, if applicable** 1980.346(c) and RD AN 4149, Pages 37-44.

____ **Evidence of homebuyer education.**

____ **Requests for Waivers of Ratios or Credit, if applicable.** 1980. 345(c)(5) & RD AN 4163, Pages 31-35, RD AN 4171, Pages 25-30, and RD AN 4162, Pages 1-4. Sample waiver forms available on Pages 7 & 9 of the Forms Section of the UG.

____ **Signed Purchase agreement.** 1980.353(c)(16) Page 46

____ **Appraisal Report** 1980.334, 1980.353©(8), RD AN 4145, Pages 57-62, , ID AN 1650, Pages 123-124 of the AN section of the UG.

- ____ **Uniform Residential Appraisal Report (URAR) Freddie Mac Form 70/Fannie Mae Form 1004) or**
- ____ **Individual Condominium Unit Appraisal Report (Fannie Mae Form 1073, FHLMC Form 465)(for individual condominium units only).**
- ____ **Manufactured Home Appraisal Addendum, and URAR Manufactured Home Addendum (Freddie Mac Form 70B) or (Fannie Mae Form 1004c.)**

____ **FEMA Form 81-93, "Standard Flood Hazard Determination".** No new construction in flood zone. If existing home in flood zone, the first floor must be above the 100-year flood elevation.

____ **NEW CONSTRUCTION:** Following can be closing conditions. Not needed for loan approval.

- ____ **Footing, _____ Framing _____ Final inspection _____ Final Occupancy Permit**
- ____ **Approval of Water and Water/Waste Disposal Systems if Private Well and Septic**
- ____ **One-Year Builder's Warranty, _____ Appraiser's Final with photos**
- ____ **Certification to CABO-MEC - 1992 Model Energy Code (thermal cert).** 1924-A, Ex. D, 1980.340(b)(2)(i)(ii) (See ID AN 1638, Pages 81-104, RD AN 4097, Pages 105-114, RD AN 4111, Pages 63-66 of UG, AN Section.)

____ **EXISTING HOMES:** RD AN 4145, Pages 57-62 of AN Section of UG.

- ____ **Certification that existing home meets HUD Handbooks 4150.2 and 4905.1,** 1980.341(b)(i) (Appraisal completed by FHA Roster Appraiser on new appraisal forms or conventional appraisal on new appraisal forms with home inspection and private well certification as applicable.. Appraisal to be included in application package.
- ____ **Certification that dwelling meets thermal requirements** 1980.313(f) Page 19, 1924-A, Ex. D, 1980.341(b)(i) See thermal certification for on Page 17 of Forms Section of this guide.
- ____ **For Private Wells:** Water bacteria test from the local health authority or state certified laboratory.
- ____ **For private septic systems:** Need evaluation by a FHA roster appraiser, home inspector, septic system professional or a government health authority. The separation distances between a well and septic tank, the drain field and the property line should comply with HUD Guidelines or state well codes. See Appraiser Certification on Page 41 of Forms Section of the UG.